Gilsunn Planning Board Gilsunn, NH 03448

SUBDIVISION APPLICATION

INSTRUCTIONS FOR APPLICANTS

- 1. Applications are filed with the Administrative Assistant during regular business hours. The filing deadline is no later than 21 days prior to the Board's meeting.
- 2. The application consists of a completed Application Form, at least one paper copy of the plat, and a check to cover the filing fees (see Fee Schedule below).
- 3. Applicants are encouraged to meet with the Planning Board for a preliminary discussion prior to filing. At that time the Board will review the Subdivision Checklist and guide the applicant as to the items required for submission. The Planning Board meets on the first Tuesday of each month.
- 4. Applications can only be accepted by majority vote of the Planning Board at its regularly scheduled meeting. All public hearings on completed applications are scheduled in the order in which applications are filed with the Administrative Assistant.
- 5. At the time of the public hearing, the applicant must provide one Mylar, five (5) paper copies of the plat, and a check for recording approved plans at the Registry of Deeds (see Fee Schedule below).
- 6. If another person is representing the property owner a letter of authorization signed by the property owner must be submitted as part of this application.

Subdiv	vision Fee Schedule						
Item Fee							
Filing Fees: (Checks or Money Orders made out to the Town of Gilsum)							
Preapplication Consultation	None						
Basic Application Filing Fee	\$100						
Per Lot Application Filing Fee	\$50 per lot, for total number of lots						
Waived for Lot Line Adjustments	at completion of subdivision.						
Abutters/Notification Fee	\$4.00 per notification per hearing.						
Newspaper Notice Fee	\$40 per notification per hearing.						
	Total for Filing						
Approval Fee: (Made out to Cheshire County Register of Deeds)							
Registry Recording Fee	◆ 81/2 x11 or 11 x 17 = \$11						
	→ 17 x 22 = \$16						
	→ 22 × 34 = \$26						
Applications that are determined to be of Regional Impact will require additional notification.							

All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Post Office. Applicants are responsible for verification with the Gilsum Planning Board that they have the latest revision of the application form and the latest fee structures.

Revised June 7, 2005

APPLICATION FOR SUBDIVISION

	•	p to 3 lots c	,	sion (no nev			r of propos	ed lots:		
I. Name,	Mailing	Address	and	Telephone	Number	of	Property	Owner	of	Record
2. Name	of and Locat	ion of Subdi	vision/Tax	« Map and Lo	ot Number(s):				
abutter holders taken f abutter preserv	rs, including sof conservation the Toring shall shall	those across vation, presections tax received also includentions, and	a street, ervation, ords no de the n	brook or st or agricultui longer than ames of all	ream; any p ral preserva five (5) day holders o	erson vation exprise prior for the second se	es and tax r whose seal a asements. A r to the filir ervation, pr or soil scie	ppears on t Abutters'n ng of the a eservation,	the pla ames pplicat or a	n, and any should be tion. The gricultura
4. The Su applicat		necklist on th	ne followi	ng pages lists	s the items	to be s	hown on the	e plat, or to	accor	npany thi
I, Road Agen property as		nd any othe	r represe	entative of t	he Planning	hereb Board	y give the (permission	Gilsum Plan to enter u	ning E pon tl	Board, the
Property O	wner's Signa	ature				Date	<u> </u>			
			l	FOR INTER	NAL USE	ONLY	Арр	lication #_		
Is this a р	roject tha	t has Regio	nal Imp	act?				Yes		No
Summary	:									
Application	Application Received by Administration:					Date	e:			
Application	Application Submission Not Accepted as Complete by the Planning Board:						e:			
Application Submission Accepted as Complete by the Planning Board:						e:				
Application	:									
	Appro	oved					Date	e:		
	Cond	itionally App	roved (se	e Attached)			Date	e:		
	Disap	proved					Date	e:		
Comment	·s:									

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SUBDIVISION CHECKLIST

NOTE: The following items are considered to be the minimum requirements for an application. The Board reserves the right to request additional information if the Board deems it necessary in order to make a reasoned decision. Applications for minor or technical subdivisions may not need to provide all of the items listed below. The Board will make that determination at the time of application submission. (Checkmarks are placed in the boxes for those items that are generally required in any case.)

Required				Submitted	
Yes	No		Sub. Reg. Citation	Yes	No
✓		Plat prepared according to RSA 478:1-a and Cheshire County Register of Deeds	Sec. IX, C.I		
✓		Name of subdivision; name and address of subdivider.	Sec. IX, C.I		
✓		Name, license number and seal of surveyor; north arrow, scale and date of Plan	Sec. IX, C.2		
✓		Names of abutting subdivisions, streets, easements, building lines, & other facts regarding abutting properties. (Sec. IX, B.3)	Sec. IX, C.3		
✓		5. Locus plan showing zoning designations.	Sec. IX, C.4		
✓		6. Boundary survey and location of permanent markers.	Sec. IX, C.5		
✓		7. Existing and proposed easements.	Sec. IX, C.7		
✓		8. Existing and proposed rights-of-way and driveways.	Sec. IX, C.7		
✓		9. Existing and propose buildings and other structures.	Sec. IX, C.7		
✓		10. Location of property lines.	Sec. IX, C.8		
✓		11. Lot areas in square feet and acres; tax map and lot number.	Sec. IX, C.8		
✓		12. Setback lines.	Sec. IX, C.8		
✓		 Existing and proposed street names, classifications, widths of travel surface and right-of-way. 	Sec. IX, C.10		
		14. Watercourses, ponds, standing water.	Sec. IX, C.9		
		15. Rock ledges, stone walls, other natural features.	Sec. IX, C.9		
		16. Existing and proposed foliage lines.	Sec. IX, C.9		
		17. Any open space to be preserved.	Sec. IX, C.9		
		18. Final road profiles, centerline stationing and cross-sections.	Sec. IX, C.II		
		19. USGS contour lines.	Sec. IX, C.12		
		20. Soil data, designating wetlands.	Sec. IX, C.13		
		21. Special flood hazard areas.	Sec. IX, C.13		
		22. Location & profiles of existing and proposed water mains, sewers, culverts, drains and connections.	Sec. IX, C.6		
		23. Percolation test results; location of perc tests and of 4,000 square-foot septic area.	Sec. IX, C.14		

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Required				Submitted	
Yes	No	Sub. Reg. Citation		Yes	No
		24. Location of 75-foot well radius on property.	Sec. IX, C.14		
		25. Plans for soil erosion and sedimentation control.	Sec. IX, D.I		
		Copy of state septic approval or certification from septic designer.	Sec. IX, D.2		
		27. Copy of driveway permit.	Sec. IX, D.3		
		28. Copies of any other state or federal permits.	Sec. IX, D.4		
		29. Copy of any deed restrictions	Sec. IX, D.5		
		30. Copy of deeds covering land to be used for public easements and rights-of-way.	Sec. IX, D.5		
		31. Any additional reports or information required by the Board.	Sec. IX, D.6		

COMMENTS:			

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